

SUPPLEMENTAL JOB DESCRIPTION

Classification: Legal Coordinator

Function Code: 5666-095

Position Title: Legal Counsel, Office of Program Support

Date Established: 8/15/88

Position Number: 11887

Date of Last Amendment: 2/25/99

SCOPE OF WORK: Acts as general counsel and administers and coordinates legal activities to both Licensing and Regulation Services and to the Division of Public Health Services. Works under the general direction and supervision of the Chief Legal Counsel, Office of Program Support, Legal Services.

ACCOUNTABILITIES:

- Conducts legal research to support agency-level interpretations of state statutes and agency rules.
- Drafts proposed legislation, tracks and evaluates legislation proposed by others and coordinates the preparation and delivery of testimony by Department staff.
- Directs and coordinates litigation responses in all court and administrative actions where the Department is a party and serves as the Department's liaison to the Office of the Attorney General in cases which involve the Attorney General.
- Evaluates relevant statutes for rule making authority and ensures that administrative rules are drafted and promulgated in accordance with RSA 541-A.
- Directs and authorizes program area legal activities.
- Represents the Department in administrative hearings, pre-hearings, and in other agency-level administrative proceedings.
- Supervises the execution and approval of Departmental contracts and other legal documents.
- Provides legal training to Departmental staff and external partners and stake-holders.

MINIMUM QUALIFICATIONS:

See class specification for Legal Coordinator.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: Must be a member of the New Hampshire Bar Association.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Frank D. Nachman, Chief Legal Counsel, #9U414

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Frank D. Nachman, Chief Legal Counsel, #9U414

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved